

# PM SHRI KENDRIYA VIDYALAYA COOCHBEHAR



## NOTICE

### Admission for Class – I

**Note:** Only those parents who receive a phone call from the Vidyalaya should report to the school. Parents are requested to bring photocopies of all required documents along with the originals for verification. The presence of the candidate for whom admission is sought is mandatory.

Date	Time	
10/04/2026	9:00 AM to 2:00 PM	RTE , CWSN & CAT – I (Lottery NO. 1 to 10)
11/04/2026	9:00 AM to 2:00 PM	CAT – I (11 to 38)
13/04/2026	9:00 AM to 2:00 PM	CAT – II & the remaining according to the vacancy as per the KVS Admission guideline

Principal

**PM SHRI KENDRIYA VIDYALAYA COOCHBEHAR**  
**DOCUMENTS REQUIRED FOR ADMISSION IN CLASS-1**  
**SESSION 2026-27**

The following documents are to be submitted in original along with self-attested copies by the parents whose child will be selected and called for admission. Some of the original documents will be returned after verification.

1. **Filled in Application Form** for Admission given from the school.
2. **Filled in proforma of UBI portal.**
3. **One Colour Passport size photo** of the child
4. Self-Attested copy of Aadhar Card of the child.
5. **Hard copy of the online application form**
6. **Birth Certificate** issued by the competent authority showing date of birth (The Original for verification & attach a photocopy). Original will be kept by the School and after 3 months post admission can be taken back, by giving an application
7. **Proof of Residence:** Electricity bill/Telephone bill/gas connection or gas delivery receipt/ bank Pass Book /Quarter Allotment order copy (if residing in govt. allotted quarter) etc. in which the address is mentioned (This should be in the name of either of the parents). Proof of residence must be issued by the **Government Authority.**
8. **Self-declaration** about Submission of documents, **the distance of the residence** from PM SHRI KV VIDYALAYA COOCHBEHAR
9. Certificate of **Proof of Blood Group.**
10. **Valid SC/ST/OBC-NCL** Certificate issued by the competent authority of **Central Government** (Certificate in the name of the parent may be accepted initially) – If it is in the name of the parent an undertaking should be submitted to submit the certificate in the name of the child within 3 months.
11. **OBC (Non-Creamy Layer) Certificate** issued by the competent authority – should not be older than 6- months. It should be issued on or after .....
12. Those claiming **Economically Weaker Section** should submit valid documents i.e. Valid “**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTION**” issued by the competent authority (**Income Certificate will not be accepted in lieu of this**) : It should be issued during the current Financial Year i.e. on or after 01.04.2024.
13. **Valid CWSN Certificate** issued by the competent authority – (**CWSN STUDENTS**)
14. A **Service Certificate (By Government Employees)** showing the number of transfers during the preceding 7 years issued by the competent authority- **ORIGINAL** (Those claimed Service Category 1-4).
15. **Certificate from the employer showing the Pay** particulars of the employee, the status of employment and nature of the establishment - **ORIGINAL** (Applicable only for Government employees – Those claimed Service Category: 1/2/3/4) – should be in the prescribed format.
16. For government employees – ID card issued by the employee/last month’s pay slip.
17. **For Ex-Service Man – Bonafide Certificate & Transfer details** counter signed by the Zilla/Rajya Sainik Board or any competent authority, Copy of Discharge Book, Copy of PPO.
18. Copy of Transfer Orders
19. Any other documents as required by the admission committee as per the demand of the situation.

**NOTE:**

- a) **The documents from Sl. No. 1 to 8 are compulsory for all , and Sl.No. 9 to 17 are for the cases wherever applicable.** CHECK LIST OF DOCUMENTS

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